

**Minutes
Working Session
Wednesday, May 8, 2019**

Present: Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich

- 1. Meeting was opened at 10:00 a.m. with the Pledge of Allegiance.**
- 2. Accrual of Sick and Vacation Time for employees unable to work**

Ms. Valcich discussed the lack of a policy for accrual of vacation and sick time for employees while they are out on Worker's Compensation. Ms. Valcich reviewed the current personnel policy:

for all eligible employees who accrue 1.85 hours of sick time, based on a 40-hour workweek, for each complete week of employment. Regular reduced-hours employees shall accrue an amount directly proportional to the number of hours worked weekly with 40 hours being considered full time. (For example, an employee working 37.5 hours per week shall accrue 1.73 hours of sick time for each completed week of employment). Sick time cannot be used prior to accrual. Sick time will accrue at the rate of 12 days per year, or the proportional equivalent for regular reduced hour employees. Sick time must be taken at a minimum of one (1) hour increments.

Ms. Valcich also reminded the Commission that although the District is not subject to earned sick time law in Massachusetts that the law states accruals for sick and vacation are accrued for hours **worked**. The District currently allows for sick time accrual during vacation periods and regular sick hours/days.

The commission agreed that this policy will need to be updated and clarified in the next personnel policy revision but agreed that for employees that are out on worker's compensation will continue to accrue sick time as normal. For vacation accrual, they will continue to accrue until employee reaches maximum vacation hours of 160.

- 3. Selectman's presentation**

Mr. Delaney and Ms. Valcich reviewed draft of slides that were created for presentation to the Town of Chelmsford Selectman on May 20, 2019. Commissioners reviewed the slides and timing of slides and approved on final presentation.

4. Special Election when Commissioner is unable to fulfill term

Mr. Harrington asked to review bylaw section 9 – which reads:

QUORUM VACANCY

Any vacancy occurring in said board from any cause may be filled for the remainder of the unexpired term by said water district at any legal meeting called for the purpose. No money shall be drawn from the district treasury on account of water works except upon written order of said commissioners or a majority of them.

The water commissioners reviewed this by-law and discussed if having a “special election” when the board may have cause to fill a vacancy that occurred during unexpired term. The commissioners believe the cost, employees time and staffing levels would be strained if a special election needed to take place outside of normal election period. The Water Commissioners agreed they would like the by-laws updated to read that in the occurrence of an unexpired term vacancy, the remaining commissioners would name a replacement commissioner until the next regularly scheduled election. In the event that the commission vacancy was not up for re-election at the next regularly scheduled election, they would then in fact add that position to the election for the length of time that position was to be filled. Essentially causing there to be two commissioners up for election – one for normal 3 year period, and one for period remaining on unexpired seat.

For example; a commissioner has notified the commission they cannot fulfill the rest of their term. They are in the first year of their term and are not due to be re-elected for two more years. The Commission at that time, would appoint a commissioner to fill the spot until the next election and the open commissioner spot would be placed on the ballot for a two-year term – essentially filling the commission seat until its next regular scheduled renewal election.

5. Upcoming meetings

Regular Meeting: Wednesday, June 12, 2019, 1:00 p. m.

6. Meeting Adjournment

The meeting was adjourned at 12:00 p. m. on a motion by Mr. Harrington. The motion was seconded by Mr. Wetmore. The Commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore, Aye; and Mr. Martin, Aye. The motion was unanimously approved.

Respectfully submitted,

Lisa M. Valcich